

ROUTING AND RECORD SHEET**SUBJECT:** (Optional)

OIS Space Requirements

FROM:OL/NBPO
4E50 Hqs**EXTENSION****NO.****DATE**

10 JAN 1984

TO: (Officer designation, room number, and building)**DATE****RECEIVED****FORWARDED****OFFICER'S INITIALS****COMMENTS** (Number each comment to show from whom to whom. Draw a line across column after each comment.)1. C/PS/OIS
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1. This information gathering process should take one to two weeks. Please keep me posted on your progress.

If you have any questions or need assistance, call me on extension

10 JAN 1984

MEMORANDUM FOR THE RECORD

SUBJECT: Block Planning - OIS Space Requirements

1. On 29 December 1983, the following met with the undersigned:



EXO/IS
C/Plans Staff/OIS
, OIS/Plans Staff

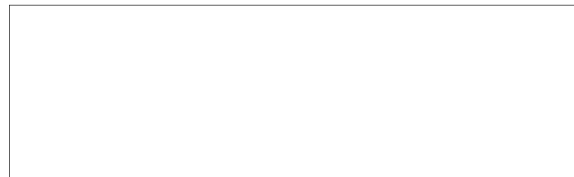
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2. The purpose of this meeting was to review the existing computer run of OIS space requirements. It was determined at this meeting that the following information was needed from OIS:

- a. Update of personnel figures. 84 TO
- b. Note any organizational changes.
- c. Special Space:
 - What type of materials are stored in the storage rooms?
 - OIS/O DIR/ODIR computer room.

What type of computer equipment?
Is the 880 square feet one open space?
Are there any people who work in this computer room? If so,
note which division/branch they are from and their grade.

- d. Note which divisions need to be located together.
- e. Note if there is a need for a division to be located adjacent to another component.
- f. Describe any unique OIS requirements, such as a need to be near a freight elevator, ODP center, etc.



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Distribution:

Original - OL/NBPO

1 - C/PS/OIS

1 -  OIS/PS

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